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AUTHOR Magee, Jeffrey L.
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ABSTRACT

Intended originally as a job search book for college students, this book presents a "system-approach" for college students, college graduates, or already employed individuals to achieve success. The book suggests ideas and outlines techniques on how to be a more effective communicator, writer, planner, brainstormer, goal attainer, interviewer, time management winner, manager, leader, or team player. Topics discussed in the book include self analysis, "networking," personality types, analyzing the marketplace, job search efforts, building impact letters and resumes, elements of effective writing, face-to-face interaction techniques, interview questions, positive mental attitudes, and time management formulas. (RS)

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